Vendor Fairs 2016

OCOM's annual student and alumni events offer your business product placement and one-on-one engagement with Chinese medicine practitioners, present and future. Our annual weekend alumni event includes over 100 graduate and faculty attendees. Weekday events reach more than 200 current master’s and doctoral students on campus.

2016 Vendor Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Health Transformation Conference</td>
<td>March 12 (Sat)</td>
<td>9:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Annual Alumni Event</td>
<td>June 4 (Sat)</td>
<td>9:00 AM - 5:00 PM</td>
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<tr>
<td>Student Vendor Fair</td>
<td>June 10 (Fri)</td>
<td>11:00 AM - 1:00 PM</td>
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<tr>
<td>Student Research Conference</td>
<td>August 11 (Thu)</td>
<td>5:30 PM - 8:00 PM</td>
</tr>
</tbody>
</table>

Vendor Booth Prices

- **Commercial Vendor rate is $250 per day**
- **Nonprofit rate is $100 per day**

Each 10' vendor table includes table set-up, two chairs, and access to electrical outlets. Table space is limited; please reserve early.

For more information, contact Lindsay Benedict at 503-253-3443 x204 or lindsay.benedict@ocom.edu.

OCOM is a 501(c)(3) nonprofit organization. Your contributions are tax-deductible to the extent allowed by law.
In-Kind Giving

As OCOM students transition into practitioners, they invest in their future practices with brands of materials, supplies, and equipment they trust. To familiarize graduates with your products or services, you can donate product samples, catalogs, and gift certificates (to OCOM’s 100+ annual master’s and doctoral graduates). Or you can make an even bigger impact on innovative student and faculty projects with awards for OCOM’s annual research conference presenters.

Student Research Conference Awards

Each year students are invited to present research proposals, presentations, posters, and mentored projects as part of their master’s program research curriculum. Among all those submitted, six are chosen to be highlighted at the conference, during an evening of presentations and awards on August 11, 2016. Depending on the number of individual and group proposals submitted and selected, 6-12 individual students will receive in-kind items or gift certificates. Gift bags, gift certificates, equipment or other prizes are due for delivery to OCOM campus by 5:30 PM, August 1, 2016. Please mail or deliver these to:

Student Research Conference
Oregon College of Oriental Medicine
Attn: Institutional Advancement
75 NW Couch Street, Portland, OR 97209

Please include an inventory of your in-kind donation with your shipment, including the value of your donated items.

For more information, contact Lindsay Benedict at 503-253-3443 x204 or lindsay.benedict@ocom.edu.

<table>
<thead>
<tr>
<th>2016 Events</th>
<th>Primary Audience</th>
<th>Quantity (up to)</th>
<th>Deadline by 4:00 PM</th>
<th>Gift Certificates</th>
<th>Gowns</th>
<th>Product Donations</th>
<th>Logo Goods</th>
<th>Memberships</th>
<th>Catalog</th>
<th>Product Literature</th>
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</thead>
</table>
Graduation Gift Bags
On September 2, 2016, as part of graduation rehearsal, OCOM will give each student their cap and gown — and a grad gift bag filled with items donated by in-kind sponsors! Consider this unique opportunity for you to reach new graduates who are building their practices and businesses.

Any bags, inserts, samples, or other giveaways are due for delivery to OCOM campus by August 15, 2016. Please mail or deliver to:

Graduation Rehearsal
Oregon College of Oriental Medicine
Attn: Institutional Advancement
75 NW Couch Street
Portland, OR 97209

Please include an inventory of your in-kind donation with your shipment, including the value of your donated items.

For more information, contact Lindsay Benedict at 503-253-3443 x204 or lindsay.benedict@ocom.edu.
1. Commercial and nonprofit vendors may be accepted to exhibit at OCOM vendor fair events. Exhibit spaces will be assigned at the discretion of OCOM.

2. Vendors are not allowed to collect donations or contributions for (or to benefit of) other organizations at OCOM events.

3. Vendor exhibit space is subject to relocation if deemed necessary by OCOM. Vendors shall not assign, sublease or apportion the assigned exhibit space or any part thereof, unless first obtaining written permission by OCOM. The right to operate an exhibition booth at OCOM events is nontransferable and nonproprietary.

4. OCOM reserves the right to prohibit or restrict a vendor’s display (or any part thereof), if in the sole judgment of OCOM the display is objectionable, offensive or inappropriate. This restriction extends without limit and may include persons, things, conduct, signage or printed matter.

5. OCOM requires that all vendors have liability insurance. Each vendor must have a certificate of insurance per booth on file with OCOM at least two days prior to the start of the event, and it shall be in full force and effect during the term of the license agreement (including period of set-up and clean-up).

6. Vendor must pay in full prior to attending or exhibiting at OCOM events.

7. Vendors are responsible for setting up and taking down their booths concurrent with assigned times.

8. Vendors are required to carry $1 million in comprehensive general liability insurance, and at least two days prior to the start of the event must provide OCOM with a certificate naming OCOM as an additional insured party on their policy for the event. For nonprofit vendors with questions concerning this requirement, please contact Director of Annual Giving, Lindsay Benedict at lindsay.benedict@ocom.edu or 503-253-3443 x204 at least five days prior to the start of the event.

## Vendor Booth Prices

All vendor spaces are 10’ x 10’ (includes table set-up, two chairs, and access to electrical outlets). A limited number of tables are available.

**Commercial Vendor rate is $250 per day**

**Nonprofit rate is $100 per day**

Full payment is due at the time of registration. Payment can be made online at:

http://tinyurl.com/ocom-vendor

Check payments can be made out to OCOM and registration forms and fees mailed to the college at:

Oregon College of Oriental Medicine
Attn: Lindsay Benedict, Director of Annual Giving
75 NW Couch Street, Portland, OR 97209

Or faxed (503-253-2701) or emailed (lindsay.benedict@ocom.edu).
Please complete the following registration form and mail, email, or fax with your proof of liability insurance at least two days in advance of the event.

Company Name ___________________________________ _________________________________________
Company Contact _________________________________ Contact Title ________________________________
Contact Phone ___________________________________  Contact Fax _________________________________
Contact Email _________________________________________________

I have enclosed payment in the amount of $__________ to purchase a  □ commercial  □ nonprofit table to be a vendor on the following dates: ____________________________________________________
I will pay with a:  □ check  □ credit card

Checks should be made out to OCOM, with the word “Vendor” in the notes section.
Credit Card Company:  □ MasterCard  □ Visa  □ Discover  □ American Express
Credit Card Number ________________________________________________________________
Expiration date _______ /___________(mm/yyyy)    Security Code ________

□ Yes, I will need electrical power for my table.
Special accommodations required ______________________________________________________

By signing below, the vendor agrees to adhere to the guidelines and pricing above.

Printed Name _____________________________________________________
Signature ____________________________ Date _________________
Title ____________________________________________________________
Contact Phone ___________________________________ Email _____________________________________